

LAST REVISED DATE: 05/01/2017

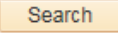
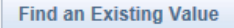




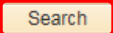


### General Information



Task	Process Information
<p><b>How to View and Adjust Procurement Contract Information</b></p> <p><b>(Field User Access)</b></p>	<p>The Contracts - Field User Access page allows field users view-only access to contract information including:</p> <ul style="list-style-type: none"> <li>Contract begin/end/renewal dates</li> <li>Maximum/Remaining dollar amounts</li> <li>Contract Documents (attachments)</li> </ul> <p><b>NOTE:</b> Please contact the Procurement Manager in the Department of Procurement, Contract and Grant Administration to request contract revisions, or to add additional documents that should be retained as part of the contract file - such as licenses, mods, staffing, and budgets. If approved, the attachments will be added to the contract documents. You can email: <a href="mailto:dpcasupport@mdcourts.gov">dpcasupport@mdcourts.gov</a></p>

### GEARS Navigation

Procurement Contracts > Contracts - Field User Access	<p>Favorites ▾ Main Menu ▾ &gt; Procurement Contracts ▾ &gt; Contracts - Field User Access</p>
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### Process

STEP	ACTION	DETAILS
1.	Enter a Contract ID and/or other criteria, and then click  .	<p><b>Contracts - Field User Access</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p> <p>▼ <b>Search Criteria</b></p> <p>SetID = ▾ </p> <p><b>Contract ID begins with ▾ K17</b></p> <p>Contract Version = ▾</p> <p>Version Status = ▾</p> <p>Contract Process Option = ▾</p> <p>Short Vendor Name begins with ▾ </p> <p>Supplier Name begins with ▾ </p> <p>Master Contract ID begins with ▾ </p> <p><input type="checkbox"/> Case Sensitive</p> <p>  Basic Search  Save Search Criteria</p>

2.	<p>The Search Results grid will contain contracts that meet your search criteria.</p> <p>Click on a Contract ID to view the contract. NOTES:</p> <ol style="list-style-type: none"><li>1. Only contracts with POs containing PCAs for which you have security access are included.</li><li>2. Only the most current version of the contract is included.</li><li>3. Contracts without a PO are not included.</li><li>4. Blanket Purchase Orders (BPOs) are not included.</li></ol>	<div>Search Results</div> <div>View All</div> <table><tr><th>SetID</th><th>Contract ID</th><th>Contract Version</th><th>Version Status</th><th>Contract Process Option</th><th>Vendor ID</th><th>Short Vendor Name</th><th>St</th></tr><tr><td>SHARE K17-TEST-PC</td><td>1</td><td></td><td>Current</td><td>General</td><td>0000013112</td><td>CANTONGROU-001</td><td>CANTO</td></tr><tr><td>SHARE K17-0011-29</td><td>1</td><td></td><td>Current</td><td>General</td><td>0000004865</td><td>VERIZON-002</td><td>VERIZC</td></tr><tr><td>SHARE K17-0007-29</td><td>1</td><td></td><td>Current</td><td>General</td><td>0000008542</td><td>OFFICESTOR-001</td><td>OFFICE</td></tr><tr><td>SHARE K17-0006-29</td><td>1</td><td></td><td>Current</td><td>General</td><td>0000008648</td><td>INFOJINIIN-001</td><td>INFOJIN</td></tr><tr><td>SHARE K17-0001-29</td><td>1</td><td></td><td>Current</td><td>General</td><td>0000001051</td><td>SETACONSUL-001</td><td>SETA C</td></tr></table>	SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	St	SHARE K17-TEST-PC	1		Current	General	0000013112	CANTONGROU-001	CANTO	SHARE K17-0011-29	1		Current	General	0000004865	VERIZON-002	VERIZC	SHARE K17-0007-29	1		Current	General	0000008542	OFFICESTOR-001	OFFICE	SHARE K17-0006-29	1		Current	General	0000008648	INFOJINIIN-001	INFOJIN	SHARE K17-0001-29	1		Current	General	0000001051	SETACONSUL-001	SETA C
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3.	<p>The Contracts - Field User Access page is displayed with contract information, such as:</p> <ul style="list-style-type: none"><li>• Vendor ID/Name</li><li>• Begin/End Dates</li><li>• Renewal Date</li><li>• Buyer Name</li><li>• Maximum, Total Released and Remaining Amounts</li><li>• Contract Attachments</li></ul>	<div>Contracts - Field User Access</div> <div><div>SetID Contract ID Contract Status Buyer</div><div>SHARE K17-0007-29 Approved APRIL.MOLLEY</div><div><div>Contract Version</div><div><div>Version</div><div>1</div><div>Version Status</div><div>Current</div><div>Approved Date</div><div>07/13/2016</div></div></div></div> <div><div>Header</div><div><div>Contract Process Option Vendor ID Begin Date Expire Date Renewal Date Currency Code Requestor/End User Description</div><div>General 0000008542 07/01/2016 06/30/2017 06/30/2017 USD Barbara Hansman Plotter Maintenance Services</div><div><div>OFFICE STORE DEPOT Extend Opt Ext Remain Contract Source</div><div>4 4 RFB</div></div></div><div><div>Amount Summary</div><div><div>Maximum Amount Line Item Released Amount Category Released Amount Open Item Released Amount Total Released Amount</div><div>8,655.00 0.00 2,885.00 0.00 2,885.00</div></div><div><div>Remaining Amount Remaining Percent</div><div>5,770.00 66.67</div></div></div></div> <div><div>Attachments</div><div><div>Personalize   Find   View All    </div><div>First 1-2 of 2 Last</div><div><div>Attached File</div><div>View</div><div>1 K17-0007-29_IFB.PDF</div><div>View</div><div>2 K17-0007-29_PO.PDF</div><div>View</div></div></div><div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div></div></div>																																																
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